

The City of Riverside

Is Seeking an Experienced And Dynamic Professional To Serve As

Housing Project Manager

(Non-classified)



Be a part of this exciting, creative and cooperative environment where you can make a difference. These are exceptional leadership opportunities in a fast-paced, technologically-oriented, and community-focused organization.

THE POSITION



The Housing Project Manager will serve at-will under general direction of the Housing and Neighborhoods Division Manager and will plan, develop, coordinate, and manage the City's housing programs, including oversight of the City's Housing Authority, affordable housing, senior housing, housing rehabilitation, and the monitoring of low-income housing programs; coordinates housing activities with private developers and non-profits, public agencies, the public, and City staff; implementation of state redevelopment low- and moderate-income

housing and HOME program requirements; supervises the work of assigned staff; and performs related duties as assigned. In addition, the position will assist in oversight of the City's neighborhoods programs.

INFORMATION

The duties listed below are examples of and are not limited to all work typically performed by an employee in this position:

- Organizes, coordinates, and manages housing programs and associated budget expenditures.
- Establishes program objectives, priorities and timelines for project completion.
- Researches affordable housing opportunities, eligibility, locations, and service populations.
- Considers financial eligibility and other socio-economic factors.
- Develops and presents housing program elements that are compatible with the City's General Plan.
- Negotiates partnership agreements for affordable housing programs.
- Manages housing rehabilitation programs as established.
- Oversees inspectors and contractors providing rehabilitation services in order to meet program standards and contract specifications.
- Considers and resolves complaints working with other parties.
- Prepares performance reports and maintains loan records.
- Develops strategies, coordinates marketing activities, and writes materials used in public outreach and community education in consultation with the Division Manager.
- Reviews housing inspection findings and complaints and monitors progress in resolving issues.
- Develops and improves inspection and case processing procedures, protocols and reports.
- Ensures the proper enforcement of housing codes.
- Tracks new legislation and changes in housing codes and regulations affecting work of the division, ensuring that appropriate staff is informed of current standards.
- Advises the Planning Commission and Redevelopment Agency on housing issues.
- Prepares reports and makes public presentations to the City Council and Housing Authority and other related commissions and committees.
- Researches and responds to requests for information.
- Ensures timely actions on directives and initiatives.
- Prepares and manages the annual budget relating to affordable housing and associated agreements.
- Prepares the housing section of the Annual Report, Implementation Report, Annual Housing and Community Report, and other housing reports as needed.
- Represents the City at various meetings with City departments, community groups, and other organizations in overseeing the effective implementation of housing programs.
- Oversees and / or participates in the development, implementation and maintenance of the City of Riverside Housing Authority's goals, objectives, policies and procedures.
- Supervises housing staff.

EDUCATION & EXPERIENCE

Bachelor's Degree from a college or university with major coursework in Public Administration, Business Administration, Urban Planning, or other closely related field.

At least 4 years of progressively responsible experience with municipal housing programs or an equivalent combination of training and experience. A Master's Degree in Public Administration, Business Administration or other related field is highly desirable.

THE IDEAL CANDIDATE

The ideal candidate will possess most if not all of the following skills, knowledge and abilities:

- Extensive knowledge of Federal Housing and Urban Development (HUD) programs, including HOME, and state housing programs and regulations.
- Local codes and ordinances pertaining to housing, redevelopment, rehabilitation, and zoning.
- Affordable and low-income housing programs and requirements.
- City's housing element.
- Land acquisition practices.
- Various grant programs and reporting requirements.
- Public administration practices
- Contract administration requirements.
- Research methods and statistical techniques and applications.
- Budgeting, goal setting, work planning and organization.
- Negotiating techniques.
- Community outreach methods.
- Experience working with Housing Authority programs and services.
- Ability to develop and coordinate programs and activities designed to promote housing services and programs and provide guidance to individuals seeking a variety of housing and community services.
- Analyze, research and compile technical and statistical information.
- Interpret and explain housing policies and procedures to staff, City Council, commissions, committees, community organizations, investors, and the general public.
- Interpret laws, regulations, and policies including municipal building, housing and zoning codes and ordinances.
- Use sound independent judgment within established guidelines.
- Communicate effectively with others both orally and in writing.
- Knowledge and skills relative to community organizing and neighborhood capacity building programs.
- Knowledge of modern office procedures, methods, and computer equipment use, including word processing, spreadsheet, and records management software programs.



COMPENSATION & BENEFITS

The annual salary for this position is \$59,076—\$102,948.

The City offers an extremely attractive benefits package, including:

- Retirement—The City is a member of the State of California Public Employee's Retirement System (PERS) and provides employees with the 2.7% @ 55 formula. The City also pays the employee's contribution toward the plan.
- Health Insurance—The City offers two health insurance plans and contributes up to \$806 per month for employee and dependent coverage.
- Dental Insurance—The City provides two dental insurance plans and contributes \$45 per month.
- Life Insurance—The City provides and pays for term life insurance with accidental death and dismemberment equal to two times the annual salary plus \$1,000 to a maximum of \$300,000.
- Deferred Compensation—The City contributes up to \$250 per month to a 457 deferred compensation plan for a minimum \$50 monthly employee contribution.
- Leave Benefits—Includes all typical vacation, sick leave, bereavement leave and holiday benefits.

*Appointment may be made at any step contingent upon qualifications of successful candidate.

THE COMMUNITY



Recently named one of “America’s Most Livable Communities”, Riverside is the largest city within one of the fastest growing regions in the country. As the 12th largest city in California, Riverside has a diverse population of approximately 300,000, covering over 85 square miles. Strong elected, civic, and business leadership has enabled a diversified economy, balanced land uses, quality developments, cultural amenities, and a progressive outlook that supports the community today and well into its promising future.

APPLICATION AND SELECTION PROCESS



An Equal Opportunity Employer

For additional information regarding this opportunity, contact:

Joel Sharp, Recruiter
JSharp@riversideca.gov
Human Resources Department
3780 Market St., Riverside, CA 92501
(951) 826-5859—Fax (951) 826-5943

Applications will be accepted until March 30, 2007. Applications can be submitted on-line at www.riversideca.gov/human. The submittal of a resume is highly recommended and can be e-mailed to resumestohr@riversideca.gov.

Applications will be reviewed in relation to the criteria outlined in this brochure. Applications will be screened and successful candidates may be invited to compete in an oral interview and writing exercise. Candidates meeting the minimum qualifications will be placed on an eligibility list.

Our core values are integrity and credibility, commitment to service and action, accountability, inclusiveness and diversity, loyalty, personal growth, innovation, and teamwork.